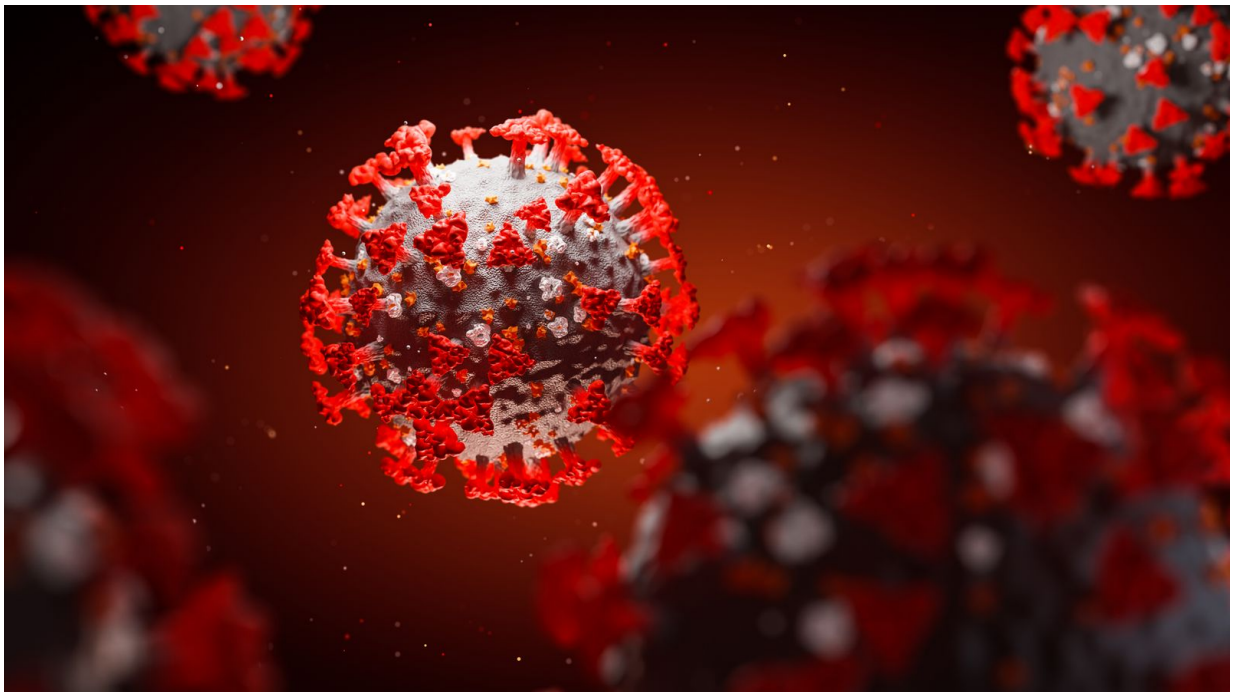


COVID-19 PRECAUTIONARY MEASURES: UNIVERSITY OF APPLIED SCIENCES OF THE GRISONS

(Version 02.02, valid from 1 September 2020)

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Issuing authority: Rectorate
Scope: University of Applied Sciences of the Grisons
Classification: Internal
Version: V02.02
Issue date: 17.08.2020
Valid from: 1 September 2020
Distribution list: Employees and students of the University of Applied Sciences of the Grisons



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1 Background

Introduction

The following precautionary measures of the University of Applied Sciences of the Grisons include measures for the following areas that must be implemented with the cooperation of all members of the University of Applied Sciences of the Grisons (employees, students, guests):

- Classroom lessons in the areas of teaching and further education
- Laboratory/workshop operations
- Library operations
- Canteen/catering
- General operations

Objective of these measures

The objective of the measures is to protect all members of the University of Applied Sciences of the Grisons (employees and students) and their relatives against being infected by the new coronavirus. Individuals deemed to be especially high risk also have to be protected as well as possible. In accordance with the mandate from the federal government and the canton, the University of Applied Sciences of the Grisons is endeavouring to play its part in keeping new cases at a low level and to quickly interrupt the infection chain via contact tracing in the event of new infections.

Legal basis / federal and cantonal requirements

COVID-19 Ordinance 2 (818.101.26), the Employment Act (SR 822.11) and its ordinances, COVID-19 basic principles of the SERI and FOPH for universities as well as the principles of the Department of Education, Culture and Environmental Protection of the canton of Graubünden. Among other things, the special protection for risk groups and the recommendation to work from home have been repealed. The distance rule has been adjusted from 2 metres to 1.5 metres.

General:

Protective masks must be worn within the University of Applied Sciences of the Grisons. Protective masks may only be taken off in classrooms and offices. And this only applies if it can be ensured that a minimum distance of 1.5 metres can be maintained. All members of the University of Applied Sciences of the Grisons are personally responsible for their protective masks. The University of Applied Sciences of the Grisons will make protective masks available to selected groups of people from Central Services.

Contact tracing of the University of Applied Sciences of the Grisons

All members of the University of Applied Sciences of the Grisons, employees and students are required to register upon entering the buildings using their personal badge at the card readers located on site. This applies irrespective of whether the doors are already open or not and whether you have already been in the respective building or not. The registration via the card reader is used for contact tracing purposes in the event of an infection.

Information sheet for contact tracing with Moodle:

<https://moodle.fhgr.ch/mod/resource/view.php?id=299405>

The following rules of conduct generally apply to all students, employees and guests of the University of Applied Sciences of the Grisons:

Rules of conduct

The hybrid teaching at the University of Applied Sciences of the Grisons can only be implemented for the 2020 autumn semester if the following rules of conduct are systematically adhered to by all employees, students and participants:

1. Employees, students and participants are aware of their role in the transmission chain and comply with the rules on hygiene and social distancing of the FOPH.
 - Correct and regular cleaning of hands
 - No handshaking, hugging or kissing
 - No sharing of food or drinks with others
2. Employees, students and participants must maintain a distance of 1.5 metres from one another whenever possible. Should this not be possible during the performance of work or the undertaking of the study programme, a protective mask must be worn. Together with the rules on hygiene, the distance rule remains the most important measure from an epidemiological perspective and should be applied before other measures.
3. Regular cleaning of services and objects after use as required, especially if they have been touched by several individuals.
4. Appropriate protection for individuals deemed to be at especially high risk.
5. Students from the areas of teaching and further education, research partners, lecturers and employees of the University of Applied Sciences of the Grisons can visit the educational institution provided they do not live in a household with a person who has been infected with COVID-19 and/or have not had close contact with a person infected with COVID-19.
6. In order to interrupt the infection chain, it is key that you immediately go into isolation upon symptoms arising and have yourself tested. In the event of an infection, the Coronavirus Crisis Management team will decide on the next steps together with the public health department of the Grisons. If a student or their teacher are tested positive, the entire class, including the teacher, will generally be sent into quarantine. If a member of a shared office tests positive, all employees from this office will be sent into quarantine at home and ordered to work from a home-office setup.
7. In addition to the contact tracing measures of the University of Applied Sciences of the Grisons, we recommend that all employees and students download the SwissCovid app in order to collectively play their role in interrupting the transmission chain.
8. In consultation with the respective line manager, it can be made possible to work from home.
9. The following regulations apply with respect to the wearing of protective masks:
 - If a distance of 1.5 metres cannot be maintained, wearing a protective mask is mandatory
 - Students and employees must obtain protective masks themselves. The University of Applied Sciences of the Grisons will make protective masks available to selected groups of people from Central Services.
 - For the correct wearing of protective masks, reference is made to the recommendation of the FOPH.
 - Employees, students and participants are personally responsible for the use of protective masks during their journeys to and from the University of Applied Sciences of the Grisons.
 - Travel restrictions are still to be anticipated in the event of trips for professional and private purposes. The recommendations of the FOPH are decisive.
10. The lecturers and assistant lecturers are responsible for compliance with the protective conditions in the classrooms as well as the maintenance of attendance lists.

11. The maximum room occupancy indicated on the rooms must be observed.
12. Ventilate offices and classrooms without technical room ventilation for at least five minutes every hour (to be done by employees, lecturers or students).

2 Classroom lessons in the areas of teaching and further education

2.1 Background

The precautionary measures for classroom teaching in hybrid mode are mandatory for both teaching staff and students. The regulations contained within the precautionary measures plan must be adhered to.

2.2 Travel to and from the University of Applied Sciences of the Grisons

Travel to and from the University of Applied Sciences of the Grisons must be undertaken in accordance with the rules on hygiene and social distancing issued by the FOPH.

2.3 On site

Distance rules

Everyone present, including teaching staff, must maintain a minimum distance of at least 1.5 metres. Students must deposit their clothing, rucksack, etc. at their seat. No clothes racks will be made available. If the precautionary measures cannot be complied with and the lesson largely has to be conducted at a distance of less than the minimum distance of 1.5 metres and protective masks must thus be used instead, this must be authorised and approved by the crisis team.

Use of protective masks

In general, **protective masks must be worn** at the University of Applied Sciences of the Grisons with the exception of classrooms and offices and in the canteen.

Protective masks do **not** have to be worn in the room during teaching provided the distance to others is sufficiently large. Of course, you are also permitted to wear a protective mask during the lesson at your own discretion. In general, only every second chair may be occupied in the classrooms.

Hygiene measures

Hand disinfectants and disinfection wipes are available from the teaching staff. All students and lecturers are asked to clean their own workplace upon arriving in the room using disinfection wipes. Lecturers are required to ventilate the rooms extensively during the breaks and at the end of the teaching event. Furthermore, the changing of classrooms is to be avoided to the greatest extent possible.

Support of contact tracing

The lecturers and assistant lecturers maintain attendance lists in Moodle. The contact data is necessary to ensure that information can be provided immediately in the event of illness.

<https://moodle.fhgr.ch/mod/resource/view.php?id=299405>

Further provisions

The precautionary measures of the respective locations apply at the sites in Zurich (HWZ), Rapperswil (OST) and Bern (BFH).

2.4 Dealing with individuals deemed to be at especially high risk

Lecturers and students who are deemed to be at especially high risk are required to discuss this with their line manager or Director of Studies. Students who present a medical certificate in advance can generally follow the lessons in online mode or in a manner defined by the lecturer provided this is offered. Lecturers at especially high risk must primarily conduct their teaching online or take special protective measures in the classroom.

Students who live in the same household as individuals deemed to be at especially high risk are not exempted from the lessons.

3 Laboratory/workshop operations

3.1 Background

The precautionary measures for laboratory and workshop operations are mandatory for both employees and students of the University of Applied Sciences of the Grisons as well as external partners and third parties. The regulations contained within the precautionary measures plan must be adhered to.

3.2 Travel to and from the University of Applied Sciences of the Grisons

Travel to and from the University of Applied Sciences of the Grisons must be undertaken in accordance with the rules on hygiene and social distancing issued by the FOPH.

3.3 On site

In general, **protective masks must be worn** at the University of Applied Sciences of the Grisons with the exception of classrooms and offices and in the canteen.

As usual, only drinks in sealed containers are allowed in the laboratories and workshops.

Everyone present must maintain a minimum distance of at least 1.5 metres. In the laboratory and the workshops, protective masks do not have to be worn while work is being performed provided a minimum distance of 1.5 metres can be maintained. Of course, it is also permitted to wear a protective mask during the performance of work at your own discretion.

Hand disinfectants and disinfection wipes are available from Services.

Everybody is required to ventilate the rooms extensively during the breaks and at the end of the workday. Furthermore, the changing of laboratories is to be avoided to the greatest extent possible.

The employees of the University of Applied Sciences of the Grisons keep attendance lists in the laboratories and workshops. The contact data is necessary to ensure that information can be provided immediately in the event of illness.

3.4 Dealing with individuals deemed to be at especially high risk

Lecturers, students and third parties who are deemed to be especially high risk are required to discuss this with those present and talk about possible solutions. This situation may, for example, be resolved by a general requirement to wear a protective mask.

4 Library operations

The library opening hours can be found on the homepage of the University of Applied Sciences of the Grisons. It is recommended to register in advance.

4.1 Background

The precautionary measures for library operations are mandatory for everyone involved. The regulations contained within the precautionary measures plan must be adhered to.

4.2 On site

A Plexiglas panel is used at the information counter between staff and customers.

Media can be used again directly after being returned. No quarantine is required. It is not compulsory to wear gloves during the handling of media. It is more important that employees regularly wash their hands for at least 20 seconds using soap and water.

Within the library, it is also required for masks to be worn with the exception of the library staff provided a distance of 1.5 metres can be maintained.

4.3 Dealing with individuals deemed to be at especially high risk

Lecturers, students and external visitors to the library who are deemed to be especially high risk are required to discuss this with those present and talk about possible solutions.

5 Canteen/catering

5.1 Background

The canteen operators will draw up their own precautionary measures that must be presented to the Crisis Management team of the University of Applied Sciences of the Grisons in advance and be approved. The precautionary measures of the canteen are based on the precautionary measures of the hospitality sector.

Gatherings must be avoided. It is also recommended to only share a table with people who you know in order to allow for possible contact tracing. In the canteen, it is recommended to keep protective masks on until you sit down at your table. There is no requirement to wear protective masks within the canteen.

6 General operations

Employees are required to comply with the distance and hygiene rules. With the exception of the classrooms and offices in which a distance of 1.5 metres can be maintained, there is a general requirement to wear a protective mask.

6.1 Background

The precautionary measures for general operations are mandatory for everyone involved. The regulations contained within the precautionary measures plan must be adhered to.

6.2 On site

The minimum distance of 1.5 metres must also be maintained in the offices. Where this is not possible, the office partners must coordinate the time they spend working in the office and from home or wear protective masks.

Guests can only be received after registering in advance or by appointment.

6.3 University vehicles

It is recommended to wear protective masks in instances in which there are two or more people (who do not live in the same household) in a vehicle. Following the journey, the cockpit must be cleaned by the driver using cleaning wipes. Protective masks and cleaning wipes are available in all vehicles. In the case of group transport, the number of people in the vehicle must be kept as low as possible or protective masks must be worn.

6.4 Exercise and recreation areas

It is required to wear a protective mask in public areas at the University of Applied Sciences of the Grisons as it is not always possible to ensure a distance of 1.5 metres. Floor markings have been applied in order to visualise the minimum distance of 1.5 metres.



Figure: floor marking for compliance with the minimum distance of 1.5 metres

6.5 Cleaning

The following cleaning measures must be implemented:

- Regularly clean surfaces and objects (e.g. work surfaces, keyboards, telephones, work tools, washing facilities) with a commercial cleaning agent, especially in the case of shared use.
- Do not share cups, glasses, crockery or utensils; rinse crockery with water and soap after use.
- Regularly clean door handles, lift buttons, stair railings, coffee machines, water dispensers and other objects that are often touched by several people.
- The Services department and cleaning personnel will take on the cleaning of generally accessible areas.
- The users are responsible for the cleaning of all other areas.
- Room ventilation at maximum capacity; extraction mode, no air recirculation.
- Ventilate rooms without technical room ventilation for five minutes every hour (to be done by employees, lecturers or students).

6.6 Toilet facilities

The minimum distance of 1.5 metres must also be maintained in the toilet facilities. The toilet facilities are regularly cleaned by the Services department and cleaning personnel. The proper disposal of waste must be ensured.

6.7 Waste

The following measures must be implemented when handling waste:

- Regular emptying of waste bins (especially for handwashing facilities).
- Avoid touching waste; always use tools (broom, shovel, etc.).
- Wear gloves when handling waste and dispose of them immediately following use.
- Do not compress waste bags.

6.8 Individuals infected with COVID-19 at their place of study or workplace

Employees and students who exhibit typical signs of the coronavirus must remain at home and contact the Crisis Management team of the University of Applied Sciences of the Grisons. If you are already in the buildings of the University of Applied Sciences of the Grisons, please contact the Crisis Management team immediately. You must not travel home via public transport or by car together with other employees under any circumstances. Employees and students who have been in close contact with an infected person must also go into (self-) isolation. The Crisis Management team of the University of Applied Sciences of the Grisons must always be contacted: notfall@fhgr.ch or tel. 079 565 17 14

6.9 Contact tracing

Contact tracing must be ensured across the entire University of Applied Sciences of the Grisons. This applies to the main location in Chur as well as to the cooperation in Rapperswil, Bern and Zurich. To ensure that the group of affected persons is restricted to the greatest extent possible, it is very beneficial if classes are not mixed, working or research groups remain together as much as possible and contact is avoided between participants at events. An individual's name, place of residence and telephone number must be known for the contact tracing.

Working at the office:

- The employees of the University of Applied Sciences of the Grisons are required to register each time they enter a building of the University of Applied Sciences of the Grisons using their personal badge at any card reader located at the entrances. Only in this way will it be possible for contact tracing to be carried out in the case of suspicion within the University of Applied Sciences of the Grisons. This serves to protect employees. In the case of an infection, the recorded data is only read and assessed for the purpose of contact tracing.

Meetings:

- For formal meetings: listing of participants in the meeting minutes.
- For informal meetings: recording of meeting participants by the meeting chairperson.

Classroom lessons and excursions in the areas of teaching and further education:

- The lecturer is responsible for keeping an attendance list for all classroom events.
- For excursions of the University of Applied Sciences of the Grisons, the participants must be known by means of a contact list including their name, place of residence and telephone number. The respective lecturer is responsible for the list.

Events:

- For events, everyone in attendance must be recorded in a list of participants (name, place of residence, telephone number).
- All participants must be informed prior to the event that the contact list will be stored for 14 days and will be handed to the public health department of the Grisons in the case of any suspicion.

Sources

Federal Office of Public Health (FOPH):

<https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov.html>

Canton:

<https://www.gr.ch/DE/institutionen/verwaltung/djsg/ga/coronavirus/Seiten/Kacheln.aspx>

Approval

These precautionary measures have been drawn up to the best of our knowledge taking account of the current situation in Switzerland.



Jürg Kessler

Martin Studer

President, Head of the Crisis Management team of the University of Applied Sciences of the Grisons
Prorector

7 Appendix: Room occupancy capacities

Room	Normally furnished	with a distance of 1.5 metres, or only one person per chair
A 1.01 (CR)	26	13
A 1.02 (CR)	40	20
A 1.07 (MR)	14	7
A 2.01 (CR)	32	16
A 2.02 (CR)	46	24
A 2.04 (CR)	10	6
A 2.05 (GR)	12	6
A 2.06 (GR)	24	12
A 2.07 (CR)	24	12
A 2.08 (CR)	32	16
A 2.09 (CR)	55	30
A 2.12 (CR)	28	16
A 2.13/14	56	28
A 3.01 (CR)	32	16
A 3.02 (CR)	40	20
A 3.04 (GR)	10	6
A 3.06 (CR)	24	12
A 3.07 (CR)	24	12
A 3.08 (CR)	32	16
Large hall	230	60 (115)
Canteen		
SIL	50	35
SIL-Gr.	16	12
B 1.03 (Inf)	24	12
B 1.06 (lab)	15	15
B 1.07 (lab)	28	16
B 2.03.1	48	24
B 2.03.2	48	24
B 2.04 (MR)	14	7
B 3.02 (CR)	39	19
B 3.03 (CR)	46	23
B 3.05 (CR)	48	24
C 0.01 (CR)	60	30
C 0.02 (CR)	60	26
C 0.11 (CR)	40	18
E 1.09 (CR)	35	20
E 1.10 (CR)	35	20
E 1.14 (CR)	32	16
F 1.06 (CR)	46	22
F 1.07 (CR)	47	24
F 1.08 (CR)	44	21

Room	Normally furnished	with a distance of 1.5 metres, or only one person per chair
F 1.09 (GR)	12	6
F 1.10 (MR)	8	4
F 1.14 (GR)	8	6
F 2.07 (CR)	40	20
F 2.08 (CR)	40	20
F 2.09 (CR)	12	5
F 2.10 (CR)	40	20
F 2.11 (CR)	26	12
F 2.13 (CR)	35	17
F 2.14 (CR)	30	15
H 1.01 (CR)	60	25
H 1.14 (GR)	16	12
H 1.15 (CR)	42	21
H 1.16 (CR)	36	18
H 1.17 (CR)	40	20
H 2.11 (CR)	40	20
H 2.12 (CR)	48	24
H 2.13 (CR)	56	28
H 2.14 (GR)	16	8
I 0.02 (CR)	30	15
I 0.03 (CR)	40	20
I 0.04 (CR)	40	20
I 0.05 (CR)	27	15
I 0.11 (CR)	20	15
I 0.30 (CR)	48	24
I 0.31 (CR)	48	24
Z 0.01 (CR)	Tbd.	Tbd.
Z 0.02 (GR)	Tbd.	Tbd.
Z 0.03 (CR)	Tbd.	Tbd.
Z 0.10 (GR)	Tbd.	Tbd.
Z 0.11 (GR)	Tbd.	Tbd.
Z 0.12 (GR)	Tbd.	Tbd.
Z 0.22 (CR)	Tbd.	Tbd.
Z 2.01 (CR)	Tbd.	Tbd.
Z 2.02 (CR)	Tbd.	Tbd.
Z 2.03 (CR)	Tbd.	Tbd.
Z 3.01 (CR)	Tbd.	Tbd.
Z 3.02 (CR)	Tbd.	Tbd.
Z 3.06 (GR)	Tbd.	Tbd.

Key

- CR: Classroom
- MR: Meeting room
- GR: Group rooms
- Z: Rooms in Zurich at Limmatstrasse 21

The information provided by the respective locations with respect to maximum room occupancy applies at the sites in Zurich (HWZ), Rapperswil (OST) and Bern (BFH).